

Council Meeting
October 10, 2016
7:00 p.m.

The regular meeting of Mayor and Council was held on the above date and time with Council members Carrow, Dias, and Fletcher present with Mayor Letterman presiding. Town Foreman Hurlock, Sgt. Scott, Recording Secretary Sue Muncey, Scott Chambers, Sandra DeLane, Christene Donithan, Charlotte Middleton, and Gary Junge were also in attendance.

1. **Call to Order** - Mr. Letterman called the meeting to order at 7:00 p.m.
2. **Pledge to the Flag** – Mr. Fletcher led the Pledge of Allegiance.
3. **Approval of Minutes** –

Mr. Carrow made a motion to approve the Town Council Meeting minutes of September 12, 2016, the Personnel Committee Meeting of September 29, 2016, and the Budget Meeting of October 4, 2016 in written form. Mr. Dias seconded the motion. Motion carried unanimously.

4. **Approval of Income and Expense Report** –

Mr. Dias made a motion to approve the Income and Expense Report. Mr. Fletcher seconded the motion. Motion carried unanimously.

5. **Communications** – Mr. Letterman read the Communications. A note from Lauren Gardella complimenting Public Works for taking care of the tree that fell down on Main Street. She said there was damage to her property as well, but she was quite impressed how quickly the town responded and how hard they worked in the storm. The Mayor stated this was a job well done.
6. **Report of the Chief of Police** – No Report
7. **Report of the Town Foreman** – Mr. Hurlock stated 13 N. Longwood Lane was left in deplorable condition. We have to work through the channels. He is working with a maintenance company in California. The neighbors have been cutting the grass. Mr. Hurlock stated the complaint is about rodents. He visits the property once a week. He has not seen any infestation. MS4 permit – The DNREC representative would like to have a meeting to come up with a program to monitor all storm drains. This will be labor intensive. We are working with our consultant. Council should come to this meeting. Mr. Letterman stated this comes under the Water/Sewer Committee. Mr. Fletcher will schedule a meeting. They are looking at possibly doing at 6:00 p.m.
8. **Report of the Town Solicitor** – Mr. Chambers had no report but wanted to introduce his associate, Gary Junge. Gary will be helping Scott out when he is away.

9. Report from Inspections/Enforcement – No Report

10. Reports from Members of Council

- a. Report from Electric Committee – No Report**
- b. Report from Street Committee –** Mr. Fletcher stated A-Del Construction Co. is currently working on the curbing, sidewalks, and paving on Clayton Avenue.
- c. Report from Water & Sewer Committee – No Report**
- d. Report from Equipment Committee – No Report**
- e. Report from Personnel Committee –** Mr. Carrow stated we will be having a meeting next month to discuss evaluations. He wants everyone to be on the same page when we do them and how we use them. We will also be discussing the Council Handbook.
- f. Report from Police Committee – No Report**
- g. Report from Budget Committee –** Mr. Fletcher stated the department presented their wish lists. Sue sent out the revisions. The next meeting is scheduled for October 25, 2016 at 6:00 p.m.
- h. Report from Economic Development Committee –** Mr. Carrow stated the last couple of meetings we did not have a quorum. Would like to have a meeting to see where we are. Mr. Letterman suggested new members with experience. Mr. Carrow stated they are working on the clock project. Mr. Letterman stated Town of Smyrna officials were willing to help.
- i. Report from DEMEC – No Report**
- j. Report from Board of Adjustments – No Report**
- k. Report from Planning & Zoning Committee –** Mr. Hurlock stated we are working on the comprehensive plan. It is moving forward.
- l. Appeals Board – No Report**

11. Unfinished Business –

- a.** Mr. Letterman read the second reading of An Act to Amend the Town of Clayton Ordinance Section 2.2-5 – Ordinance Regulating the Keeping of Pets within the Town of Clayton.

Mr. Carrow made a motion to accept An Act to Amend Town of Clayton Ordinance Section 2.2-5 – Ordinance Regulating the Keeping of Pets within the Town of Clayton in its entirety. Mr. Dias seconded the motion. Motion carried unanimously. Mr. Letterman stated this will now reflect the Zoning Ordinance.

12. New Business – No New Business

13. Public Forum –

- a. Mr. Letterman explained the purpose of the Public Forum and stated each person has three minutes to speak.
- b. Charlotte Middleton stated her candidacy to Levy Court. She is a registered nurse with a Masters in community help. She stated people should have limited terms and is asking for support.

14. Adjournment – Mr. Letterman asked if there was any further business. He asked for a motion to adjourn.

Mr. Dias made a motion to adjourn the meeting. Mr. Fletcher seconded the motion. Motion carried unanimously. Meeting was adjourned at 7:16 p.m.

Recording Secretary,

Sue Muncey